

PHILIP MORRIS U. S. A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: . Mr. Art Palmer
From: . R. N. Thomson
Subject: . Procedural Meeting with Fish & Neave on March 29, 1982

Date: April 2, 1982

ei RNT.
April 5. 82
Jim Charles
F.Y.
JS
Keep

It is my understanding that in our discussion with Ed Bailey of Fish & Neave we basically agreed to the following approach:

1. A target date would be established for each disclosure when it is given to Fish & Neave for action.
2. Fish & Neave has agreed to provide a first draft within three months of receipt of the disclosure, with a target of filing the application no later than six months of initial receipt of the disclosure.
3. If there appears to be a reason why the date should be shifted, they should notify us for an adjustment of date and an agreement that this is a reasonable adjustment.
4. We will discontinue assigning priority to disclosures. They will be handled on a first come basis unless there is a specific reason for urgency which will be reflected in the target dates originally assigned. Critical features such as the need to use it in manufacturing etc. will be specified. Fish & Neave will be alerted if this situation changes.

It is my understanding also that between your group and Fish & Neave there will be a periodic status of cases exchanged, i.e., to whom they have been assigned, progress, etc. It is expected that the majority of the cases will be handled within the targets designated and reasons for not accomplishing these goals have to be established.

You indicated to me that the internal Patent Group will also adhere to target goals with the cases they are handling.

I would like to remind you that the establishment of the target dates needs to be done for all existing cases.

I also understand that holding the Patent Group to specific target dates requires that R&D expedite requests for information and review of dockets as rapidly as possible.

RNT/mro
cc: Dr. M. Hausermann
R&D Directors
Ms. S. A. Hutcheson

[Signature]

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